

Student Internship Program (SIP# 2019-02)

Position Description

Office/Organization: Information Systems Center, U.S. Embassy, Kathmandu

Job Description:

- Assists IRM team in record management at post
- Assists the web development team for post's intranet on SharePoint platform
- Assists IRM Customer Service staff in standardizing processes
- Assists IRM staff with inventory and store management
- Assists IRM office during any projects as assigned

Job Qualifications:

- Completion of Higher Secondary school is required.
- English Language proficiency at least Level – IV (Fluent).
- Proficient in use of Microsoft Office products.
- Good understanding and some experience of web development preferred.

Number of required hours: 15-20 hours per week

Performance Period: 3 months

Paid/unpaid: Unpaid

Interested students must submit an application with a statement of interest and must provide written permission from the university **no later than September 4, 2019**.

For additional information, contact recruitktmintern@state.gov, Human Resources Office, U.S. Embassy, Kathmandu.